

BUILDING PERMITS CONTACTS GUIDELINES

1. The deadline to return the building permits data form is March 26, 2007
2. Even though the deadline is March 26 you may want to complete the survey a couple of days ahead of time, because by waiting until the 26th the completed form may not get to us in time, resulting in you and/or City/County Manager getting a no-response letter
3. The data request is for single homes and 2 to 4 quarter one, two, three, and four (the whole year of 06), 5+ quarter three and four of 2005 plus quarter one and two of 2006 and mobile homes for quarter three and four of 2006. Keep in mind that whenever we ask for more than two units we need the number of units and not the number of building permits
4. We are also asking for residential demolitions for each unit type requested, for example for quarter three of 05, we are asking for 5+ building permits and only asking for demolitions in the 5+ category. Again keep in mind that we are asking for the number of units demolished and not the number of buildings or structures
5. **Make sure to only use the attached form (FORM EST07 – BP1) for your data, if no data is available sign the form and return it to us as well**
6. Data returned in a format other than FORM EST07 – BP1 would not be processed until we have received FORM EST07 – BP1. If another format is returned and we have not received FORM EST07 – BP1 by the March 26 deadline your jurisdiction will be listed as non respondent and a non-respondent letter will be sent to your jurisdiction manager
7. If your jurisdiction is in two counties you need to complete a form for each county if applicable
8. You can return the completed form via e-mail, fax, or regular mail to the address/information listed on the form
9. Please print your name and your jurisdiction name clearly (regular mail) and make sure your name and your jurisdiction name is also included if by E-mail or fax
10. Finally, the data will be used in the calculation of your jurisdiction population estimate and the population estimate will be used in your expenditure limitation and revenue sharing calculation. The data is crucial in our best estimates preparation and in your jurisdiction budget process.

DES reserves the right to audit any or all of the data which you provide